

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** JOB NUMBER N9-25-01-5

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

DATE RECEIVED  
**JAN 23 2001**

1. FROM (Agency or establishment)  
**NATIONAL LABOR RELATIONS BOARD**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER  
**Nancy G. Miller**

5. TELEPHONE  
**202-273-2833**

DATE  
**5-2-01**

ARCHIVIST OF THE UNITED STATES  
*J. W. Paul*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <b>1-8-01</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy G. Miller</i> Nancy G. Miller	TITLE <b>Records Officer</b>
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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	<p><i>NLRB Files Maintenance and Records Disposition Handbook</i></p> <p>Appendix 1, NLRB Records Disposition Standards</p> <p>Chapter 5, Information and Public Relations Records (see attached pages)</p> <p><b>MAY 08 2001</b></p> <p><i>No Copy to: agency</i></p>	
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*NLRB Files Maintenance and Records Disposition Handbook*  
Appendix 1, NLRB Records Disposition Standards

Chapter 5, Information and Public Relations Records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. In addition, this disposition does not cover any item already covered by the General Records Schedules or ~~NARA~~ schedule NC1-25-81-1.

~~NARA~~  
*NLRB*

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

- c. Back-up tapes: Consists of electronic backup copies of email and word processing records used to recreate a system or its data in case of unintentional loss from online storage.

Retain for a minimum of 90 days and destroy/delete according to standard backup procedures as instituted by ITB.